

United States Department of Agriculture



Natural Resources Conservation Service
6013 Lakeside Boulevard
Indianapolis, IN 46278

Date

Landowner Name
Address

Dear Landowner:

You have requested cost sharing from the United States Department of Agriculture through assistance from the Natural Resources Conservation Service (NRCS). You have indicated that your practice(s) will be designed by a Technical Service Provider (TSP). The NRCS welcomes the involvement of your TSP. However, you need to be aware that the NRCS will require that they be responsible for meeting Indiana NRCS standards and for certifying the work. Indiana NRCS standards can be found on our website under Section IV at <http://efotg.nrcs.usda.gov/toc.aspx?CatID=4288>

There are certain items which must be submitted to the NRCS to meet this requirement. These items are outlined in this letter. We hope this will provide a clear understanding for all parties involved. You should expect to receive the following items from your TSP, all of which you will need to provide to NRCS at the completion of the job in order to receive cost share.

Prior to Construction, your TSP should provide to you:

1. A full set of engineering plans that include (at a minimum):
 - a. Signature of a Professional Engineer, certified in the State of Indiana, and the statement: "To the best of my professional knowledge, judgement and belief, these plans meet applicable NRCS standards and specifications."
 - b. Location Map (usually a USGS quadrangle map)
 1. North-south and east-west reference roads or points
 2. North arrow (to top or left)
 3. Bar scale
 4. Watershed labeled (if applicable)
 - c. Site Plan
 1. To scale or distances and dimensions labeled
 2. North arrow to top or left
 3. Location, description and elevation of benchmark
 - d. Profiles (as applicable)
 - e. Cross Sections (as applicable)
 - f. Quantities (Itemized by components for materials, labor and not to include engineering costs)
 - g. Seeding, fertilizer and mulch requirements
2. If applicable, provide:
 - a. Soil borings using the Unified Soil Classification System
 1. Show elevations of holes (on cross section)
 2. Document elevation of apparent high water
 - b. Results of soil testing for earthen lined structures
 - c. Structural details of all components
 - d. All physical dimensions
 - e. Reinforcing steel and concrete details
 - f. If prefabricated structure:
 1. Manufacturer
 2. Type and Model

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3. Dimensions
 4. Inlet and outlet details
 5. Manufacturer's or contractor's certificate
- g. Designated borrow area limits
- h. Ingress/ Egress routes
- i. Location and method of disposal of removed vegetation
3. Construction and Material Specifications for all items of work
4. Construction Inspection Plan
 - a. List all details of the project that engineer will inspect onsite at the time of construction (such as reinforcing steel placement, earthfill compaction, etc.)
 - b. List all details that will be confirmed post construction (such as design grades, seeding establishment, other items that can be seen)
 - c. Provide documentation of the qualification of the inspector that will be making the inspection (if not the designer)
5. Cost Estimate (not to include any engineering services)
6. Operation and Maintenance Plan
7. All supporting data available for review if requested by an NRCS employee

During Construction

1. The landowner is responsible for hiring the contractor and ensuring that the inspection plan is carried out and that the practice is completed according to the approved plan and specifications.
2. Changes during construction must be approved by the TSP and noted on the "as-built" drawings.

After Construction

1. Upon completion, the landowner must submit to NRCS a copy of the "as-built" drawings, a certification statement signed by your TSP, and provide dated, signed documentation of the inspections done as required in the inspection plan. The certification statement shall read "To the best of my professional knowledge, judgement and belief, the installed practice meets NRCS standards" and must be signed by a Professional Engineer in the State of Indiana.
2. NRCS will make a field visit to verify completion based on the consultant's certification statement.
3. The landowner will need to follow the Operation and Maintenance Plan for the practice.

I hope this letter fully explains NRCS expectations. If you have any questions, please call me.

Sincerely,

DC Name
District Conservationist